

Welcome to the Home Help Program

The following checklist will guide you through the process of enrolling as ***an agency owner*** for the Home Help program:

- ☐ Review the current agency policy **MDHHS Bulletin MSA 15-13**
 - See the Home Help webpage for a copy of this bulletin
- ☐ Register for Single Sign-On (SSO) and Community Health Automated Processing System (CHAMPS) and create a UserID and Password
 - See New AGENCY Provider Enrollment Instructions* or the Quick Reference Guide* for step-by-step instructions

[SSO allows a user to enter one name and password in order to access multiple programs;
CHAMPS is the system that stores your electronic service verification]
- ☐ Submit New Agency documentation for your Provider ID and Tax Number
 - Contact Provider Support (see contact information below) for all necessary documents
- ☐ Receive letter from Provider Enrollment approving or denying your application
 - If approved, contact your local DHS office or Adult Services Worker
- ☐ Register all employees for SSO and CHAMPS for MDHHS to conduct background screenings
 - All employees must also register as new individual providers. See New Individual Provider CHAMPS Registration and Enrollment Instructions* or the Quick Reference Guide* for step-by-step instructions
- ☐ Update any changes to your contact information *within 10 business days of the change*

* All step-by-step instructions and quick reference guides can be found at www.michigan.gov/homehelp .

If you have any questions, do not hesitate to contact Provider Support:
1-800-979-4662
ProviderSupport@Michigan.gov